

# Event Contact Form for Student Organizations

(January 2011)

Recognized student groups can designate either one or two club members to reserve space for an organization. If the organization is *not* Student Government funded the club advisor may also be listed. Only these individuals can request space, update event information, or cancel events. The form must be completed each semester or whenever individuals are added or removed.

Please return this form to the Office of Event Management, Room 112 Student Center

**Organization:** \_\_\_\_\_

## **Event Contact Names:**

**Contact Name:** \_\_\_\_\_

Hofstra ID Number: \_\_\_\_\_

Hofstra Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

Hofstra ID Number: \_\_\_\_\_

Hofstra Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **For Academic Organizations ONLY**

**Advisor Name:** \_\_\_\_\_

Advisor Email Address \_\_\_\_\_

Advisor Phone: \_\_\_\_\_

## **Campus Programming Office Approval:**

By \_\_\_\_\_ / Date \_\_\_\_\_

\*Each Organization is sponsored by one of the following: Student and Leadership Activities, Multicultural and International Student Programs or Recreation, Intramural Sports or Academic Department.

For office use: Semester : \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_